



**CITY OF NORFOLK  
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING & COMMUNITY  
DEVELOPMENT**

5TH FLOOR, ROOM 508  
810 UNION STREET  
NORFOLK, VA 23510  
(757) 664-4752  
(757) 664-1569 (FAX)  
[WWW.NORFOLK.GOV/PLANNING](http://WWW.NORFOLK.GOV/PLANNING)

**ADULT USE SPECIAL EXCEPTION APPLICATION  
ABC-ON PREMISES**



## Application Procedures

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. Contact the Virginia Department of Alcoholic Beverage Control located at 1103 S. Military Highway, PO Box 1486, Chesapeake, VA 23327-1486; Telephone No.: 757-424-6700.
3. Applicant to contact appropriate Civic League **prior to public hearing**. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
4. Submit completed application with all required attachments including Exhibit A, Survey/Site plan, Floor plan (\*see attached Site Plan and Floor Plan examples), and check for \$265 made payable to Treasurer, City of Norfolk.
5. Staff will review application to determine completeness.
6. Staff will post legal notice of application request and photograph subject property.
7. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
8. Applicant **must** attend public hearing:
  - ? Where: City Hall Building  
11th Floor, Council Chambers
  - ? Time: 2:30 p.m.
9. During the Commission's hearing:
  - ? Applicant must register to speak
  - ? Staff will present application and recommendation
  - ? Applicant/representative may make a presentation
  - ? Proponents may speak
  - ? Opponents may speak
  - ? Rebuttal
10. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
11. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
12. In accordance with the City of Norfolk Zoning Ordinance, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the effective date of said ordinance; otherwise said ordinance shall be void.
13. The special exception shall automatically expire upon a change in ownership, possession, operation or management of the facility.

### **DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT ZONING SERVICES**

5TH FLOOR, ROOM 508  
(757) 664-4752 / FAX (757) 664-1569  
WWW.NORFOLK.GOV/PLANNING

**ADULT USE SPECIAL EXCEPTION APPLICATION  
ABC-ON PREMISES**



**City of  
Norfolk**

## Application For City Planning Commission Public Hearing

### ADULT USE SPECIAL EXCEPTION – ABC ON-PREMISES

**Adult Use Special Exception – Establishment for the Sale of Alcoholic Beverages for On-premises Consumption..... \$265.00**

Date of Application: \_\_\_\_\_

Name of applicant: (Last) \_\_\_\_\_ (MI) \_\_\_\_\_ (First) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

#### **DESCRIPTION OF PROPERTY**

1. Property location: (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_

Lot number(s) \_\_\_\_\_ Block Number \_\_\_\_\_ Zoned \_\_\_\_\_ Subdivision \_\_\_\_\_

Legal Description \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Proposed Use \_\_\_\_\_

#### **List Proposed Hours of Operation:**

Weekday From \_\_\_\_\_ To \_\_\_\_\_

Friday From \_\_\_\_\_ To \_\_\_\_\_

Saturday From \_\_\_\_\_ To \_\_\_\_\_

Sunday From \_\_\_\_\_ To \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

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Telephone (757) 664-4752 Fax (757) 441-1569

**ABC On-premises**

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2. Name of property owner:(Last)\_\_\_\_\_ (MI)\_\_\_\_\_ (First)\_\_\_\_\_

Mailing address of property owner (Street/P.O. box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of owner (    ) \_\_\_\_\_ Fax number (    ) \_\_\_\_\_

**REQUIRED ATTACHMENTS:**

- ✓ Check for \$265.00 made payable to: Norfolk City Treasurer.
- ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines (see attached example).
- ✓ 2 8½x14 copies of a floor plan drawn to scale showing seats, tables, bar, dance floor area, disc jockey area, and ingress and egress (see attached example).
- ✓ Completed Exhibit A, Description of Operations.
- ✓ Please provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc...).

**CERTIFICATION:**

**I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:**

**SIGNED:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Property owner or authorized agent signature) (Date)

**SIGNED:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Applicant signature) (Date)

**FILING DEADLINE**

December 8, 2003  
January 12, 2004  
February 9, 2004  
March 8, 2004  
April 12, 2004  
May 10, 2004  
June 7, 2004  
July 12, 2004  
August 9, 2004  
September 13, 2004  
October 11, 2004  
November 1, 2004  
December 13, 2004

**HEARING DATE**

January 22, 2004  
February 26, 2004  
March 25, 2004  
April 22, 2004  
May 27, 2004  
June 24, 2004  
July 22, 2004  
August 26, 2004  
September 23, 2004  
October 28, 2004  
November 18, 2004  
December 16, 2004  
**January 27, 2005**

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# City of Norfolk

## EXHIBIT "A" On-Premise Sale Of Alcoholic Beverage

Date of Application \_\_\_\_\_

Trade name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_

Name(s) of business owner(s) \_\_\_\_\_

Name(s) of property owner(s): \_\_\_\_\_

Name(s) of business manager(s)/operator(s): \_\_\_\_\_

Daytime telephone number:(        ) \_\_\_\_\_

1. Total Occupancy \_\_\_\_\_ Total number of seats \_\_\_\_\_  
Number of bar seats \_\_\_\_\_ Number of Tables \_\_\_\_\_

2. Describe type tables and booth (i.e., rounds of 4, booth seats 6, etc.)

\_\_\_\_\_  
\_\_\_\_\_

3. Will indoor or outdoor entertainment be provided? \_\_\_\_\_ If yes, describe the type of entertainment (i.e., 3 piece band, disc jockey, etc.)

\_\_\_\_\_  
\_\_\_\_\_

4. Will video games, pool tables, game boards or other types of entertainment be provided? If yes, please describe type and number of each game to be provided:

\_\_\_\_\_  
\_\_\_\_\_

**ABC On-Premises Special Exception**  
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5. Type of ABC license applied for (check all applicable boxes):

- ☐ On Premises    ☐ On & Off Premises    ☐ Beer Only  
☐ Beer & Wine    ☐ Mixed Beverage    ☐ Catering  
☐ Wholesale Distributor

Other (explain) \_\_\_\_\_

6. Additional comments/description/operational characteristics:

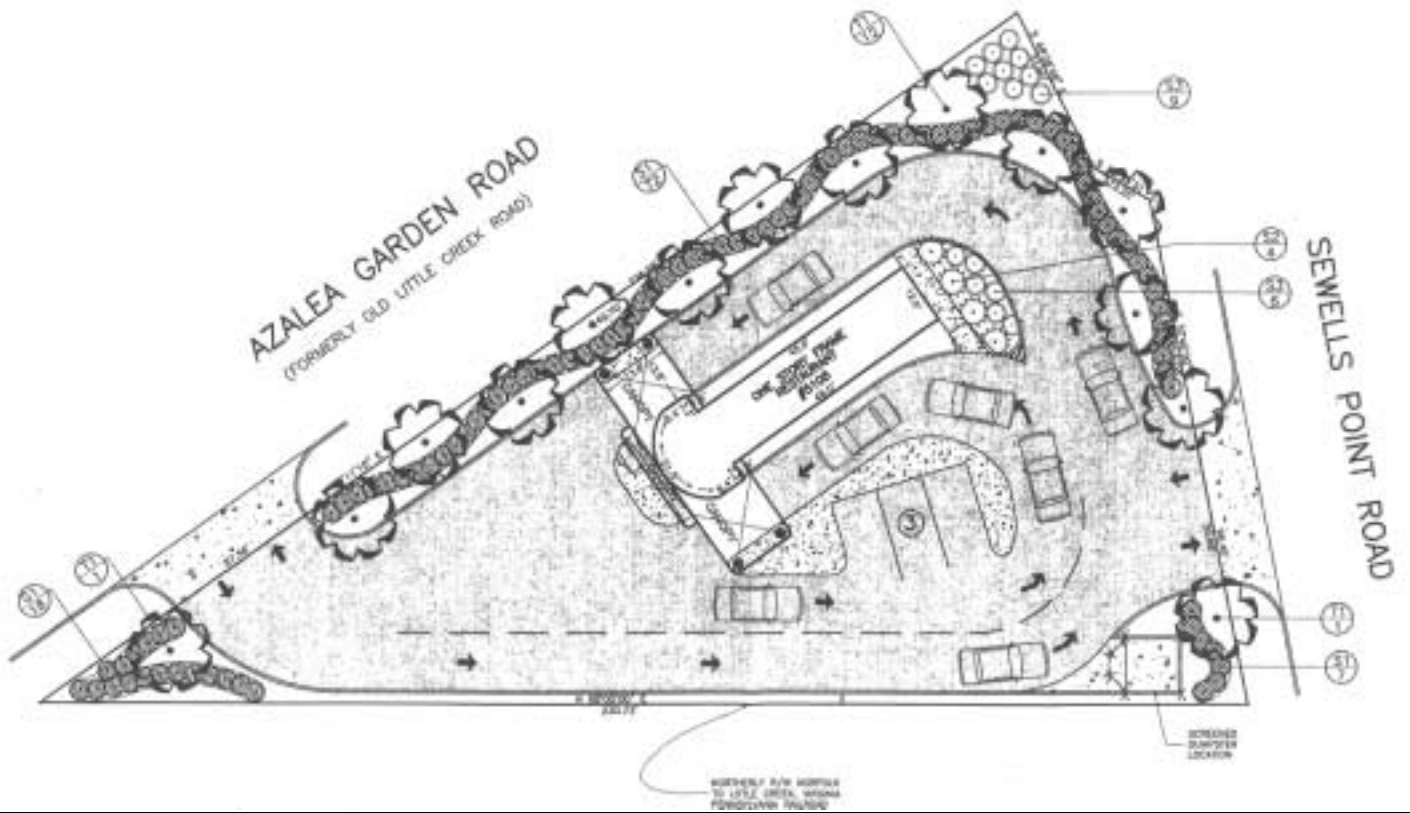
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

Note: A page size drawing showing the floor plan, seating arrangement, bar arrangement, entrances and exits and dance floor location and size must be submitted with this exhibit (see attached Floor Plan example).

# EXAMPLE

## SITE PLAN



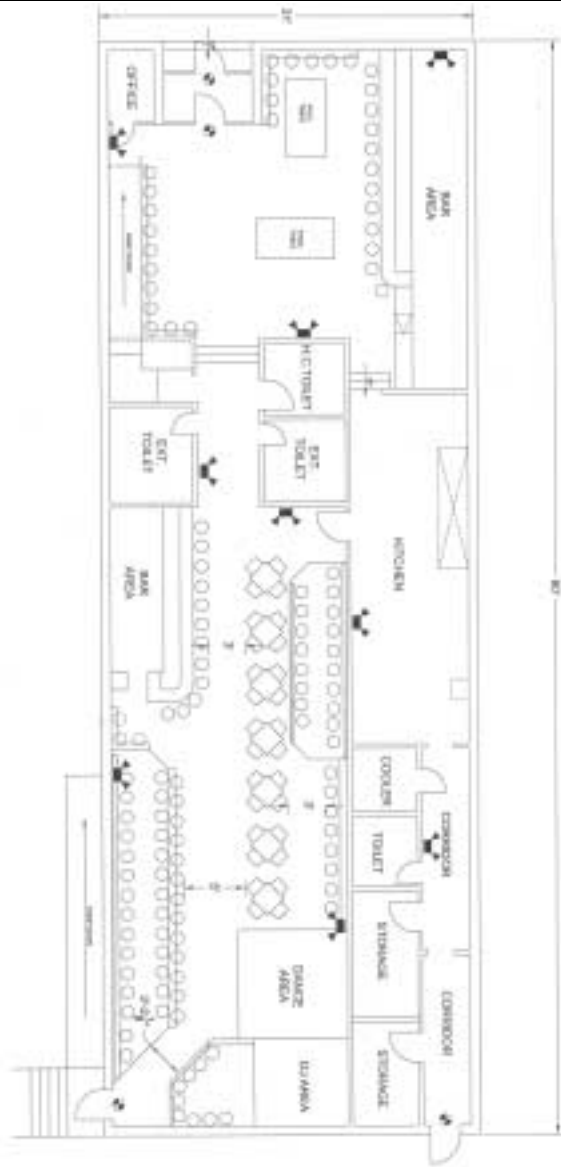
## Survey/Site Plan

- 8 1/2 x 14 in size
- Must be to scale
- Shall meet all requirements of the City of Norfolk Zoning Ordinance, 1992
- Must show: all existing and proposed building footprints, driveways, parking, landscaping, and property lines.
- A sealed survey is preferred, however, a site plan meeting all of the above criteria may be acceptable.

## EXAMPLE

### FLOOR PLAN

#### PROPOSED SPECIAL EXCEPTION



### Floor Plan

- 81/2 x 14 in size
- To scale
- Must show: seats, bar area, dance floor area (sq. ft.), disc jockey area, restrooms, kitchen area, ingress/egress points, outdoor dining, video game, pool tables etc...